

PHAPlansfortheHousing AuthorityoftheCountyof SanMateo

5YearPlanforFiscalYears2001 -2005
AnnualPlanforFiscalYear2001

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

PHA Plan Agency Identification

PHAName: *Housing Authority of the County of San Mateo*

PHANumber: *CA014*

PHAFiscalYearBeginning:(mm/yyyy) *07/2001*

PHA Contact Information:

Name: *Frank Salmeron, Manager of Housing Operations & Dora Oliva, The Nelrod Company*

Phone: *650-802-3398 & 817 -922-9000 ext. 623*

TDD:

Email (if applicable): fsalmeron@co.sanmateo.ca.us & dora@nelrod.com

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations for PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHAF ISCAL YEARS 2001 -2005
[24CFRPar t903.5]

A.Mission

State the PHA's mission for serving the needs of low -income, very low income, and extremely low -income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)

The mission of the Housing Authority of the County of San Mateo (HACSM) is to be results oriented and citizen -centered as it strives to (1) increase the availability of decent, safe and affordable housing in meeting the area housing needs; (2) ensure equal opportunity in housing for all; (3) promote self -sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability. While fulfilling this mission HACSM strives to foster openness and integrity, value individuals, promote partnerships, deliver a high level of customer service, and effective leadership.

B.Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD -suggested objectives or their own, PHA'S ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS . (Quantifiable measures would include target sets such as: numbers of families served or PHA Scores achieved.) PHA should identify these measures in the space to the right to the right of the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
- Objectives:
- ☒ Apply for additional rental vouchers: **Respond to appropriate NOFA's**
- ☐ Reduce public housing vacancies:
- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- ☐ Other (list below)

Progress Statement FYB2000 : The Housing Authority applied for additional vouchers.

- ☒ PHAGoal:Improvethethequalityofassistedhousing
Objectives:
- ☒ Improvepublichousingmanagement:(PHASscore)
-PreparemanagementstrategytoachieveHighPerformerStatus
 - ☒ Improvevouchermanagement:(SEMAPscore)
 - ☒ Increasecustomersatisfaction: **ConductCustomerSatisfactionSurvey**
 - ☒ Concentrateoneffortstoimprovespecificmanagementfunctions:
(list;e.g.,publichousingfinance;voucherunitinspections)
 - **UpdatetheSection8AdministrativePlan**
 - **UpdatethePublicHousingAdmissionsandContinued OccupancyPoliciesandrelatedpoliciesandprocedures.**
 - ☒ Renovateormodernizepublichousingunits: **Conductcleanupefforts atMidwayVillage**
 - ☐ Demolishordisposeofobsoletepublichousing:
 - ☐ Providereplacementpublic housing:
 - ☐ Providereplacementvouchers:
 - ☒ Other:(listbelow)
 - **UpdatePublicHousingandSection8utilityallowancesasneeded**
 - **Performenergyaudit asappropriate**

- ☒ PHAGoal:Increaseassistedhousingchoices
Objectives:
- ☒ Providevoucher mobilitycounseling:
 - ☒ Conductoutreacheffortstopotentialvoucherlandlords
 - ☒ Increasevoucher paymentstandards: **Increaseorlowerasappropriate**
 - ☐ Implementvoucherhomeownershipprogram:
 - ☐ Implementpublichousingorotherhomeownershipprograms:
 - ☐ Implementpublichousing site -basedwaitinglists:
 - ☒ Convertpublichousingtovouchers: **ifappropriate**
 - ☒ Other:(listbelow)
Maintaincloserelationshipswithcommunities surroundingthe publichousingdevelopments

ProgressStatementFYB2000:TheHousingAuthorityupdatedthetenantbriefing materialtoincludeportabilitypolicyandprocedures.Inaddition,theHousing Authorityupdatedthelandlordhandbook.Periodicmeetingswereheldwith communityleadersfromthejurisdiction.

HUDStrategicGoal:Improvecommunityqualityoflifeandeconomicvitality

- ☒ PHAGoal:Provideanimprovedlivingenvironment
Objectives:
- ☐ Implementmeasurestodeconcentratepovertybybringinghigher incomepublichousinghouseholdsin tolowerincome developments:

- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☒ Implement public housing security improvements: ***Install security equipment***
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

Progress Statement FYB2000 : The Housing Authority completed a security needs analysis.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☐ Increase the number and percentage of employed persons in assisted families:
- ☐ Provide or attract supportive services to improve assistance recipients' employability:
- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☒ Other: (list below)
 - ***Collaborate with community partners to identify and implement programs that can promote self-sufficiency.***
 - ***Participate in HUD programs such as TOP and ROSS***
 - ***Prepare to implement Moving -to-Work Program.***
 - ***Increase number of Section 8 self-sufficiency participants***

Progress Statement FYB2000 : The Moving -to-Work plan was approved by HUD. FSS participants increased.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- #### **Objectives:**
- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability: ***Develop efficient, equitable and customer service oriented waiting lists system.***
 - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

☐ Other:(listbelow)

OtherPHAGoalsandObjectives:(listbelow)

AnnualPHAPlan
PHAFiscalYear2001
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

☒ **StandardPlan**

StreamlinedPlan:

- ☐ **HighPerformingPHA**
- ☐ **SmallAgency(<250PublicHousingUnits)**
- ☐ **AdministeringSection8Only**

☐ **TroubledAgencyPlan**

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypoliciesthePHAhasincludedintheAnnualPlan.

The Housing Authority of the County of San Mateo (HACSM) has prepared the following Agency Plan in compliance with the Quality Housing and Work ResponsibilityActof1998andtheensuingHUDrequirements.

ThepurposeoftheAnnualPlanistoprovideaframeworkforlocalaccountabilityandan easily identifiable source by which public housing residents, participants in the tenant-based assistance program and other members of the public may locate basic PHA policies, rules and requirements to the operations, programs and services of the agency.

The Mission Statement and the Goals and Objectives were based on information contained in our jurisdiction's Consolidated Plan and will assure that our residents willreceivethebestcustomerservice.

Excellent customer service and fulfillment of the Mission Statement and Goals and Objectivesisensure dbyimplementationofaseriesofpolicies thatareondisplaywith this Plan. The Admissions and Continued Occupancy Policy and the Section 8 Administrative Plan are the two primary policies on display. These important documents cover the public housin g tenant selection and assignment plan, outreach services, PHA's responsibility to Section 8 owners landlords, grievance procedures, etc.

As part of the planning process, the HACSM appointed a Resident Advisory Board that reviewed the Plan. Members of this Board included Section 8 participants, public housing residents, and property owners. Their comments are attached to this plan.

The most important challenges to be met by the Housing Authority of the County of San Mateo for the FYB2001 include:

- *Expand the supply of assisted housing by pursuing all available housing opportunities;*
- *Increase lease -up by increasing outreach activities to property owners and adjusting Payment Standards as needed.*
- *Train staff to fully understand and take advantage of opportunities in the new law and regulations to better serve our community and our customers, the residents;*
- *Identify, develop and leverage services to enable low -income families to become self-sufficient.*

In closing, this Annual PHA Plan exemplifies the commitment of the Housing Authority of the County of San Mateo to meet the housing needs of the full range of low-income residents. The Housing Authority in partnership with agencies from all levels of government, the business community, non -profit community groups, and residents will use this plans as a road map to reach the "higher quality of life" destination for San Mateo County and the City of Belmont.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration -CA014a01
- ☒ FY2001 Capital Fund Program Annual Statement -CA014b01
- ☐ Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachment s:

- ☒ PHA Management Organizational Chart -CA014d01
 - ☒ FY2001 Capital Fund Program 5 Year Action Plan -CA014c01
 - ☐ Public Housing Drug Elimination Program (PHDEP) Plan
 - ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
 - ☒ Other (List below, providing each attachment name)
- Substantial Deviation and Significant Amendment or Modification -CA014e01**
- Pet Policy -Elderly/Disabled -CA014f01**
- Pet Policy -Family -CA014g01**
- Membership of the Resident Advisory Board or Boards -CA014h01**
- Summary of Policy Program Changes for the Upcoming Year -CA014i01**
- Section 8 Project Based Voucher Program -CA014j01**

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which include the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance</i> ; <i>Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures	Annual Plan: Grievance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Moving-to-Work agreement with HUD	Annual Plan: Community Service and Self-Sufficiency

1.StatementofHousingNeeds

[24CFRPart903.79(a)]

A.Housing NeedsofFamiliesintheJurisdiction/sServedbythePHA

BasedupontheinformationcontainedintheConsolidatedPlan/sapplicabletothejurisdiction,and/or otherdataavailabletothePHA,provideastatementofthehousingneedsinthejurisdiction by completingthefollowingtable.Inthe“Overall”Needscolumn,providetheestimatednumberofrenter familiesthathavehousingneeds.Fortheremainingcharacteristics,ratetheimpactofthatfactoronthe housingneedsforeachfamilytype,from 1to5,with1being“noimpact”and5being“severeimpact.” UseN/Atoindicate thatnoinformationisavailableuponwhichthePHAcannmakethisassessment.

HousingNeedsofFamiliesintheJurisdiction byFamilyType							
FamilyType	Overa ll	Affor d- ability	Suppl y	Qualit y	Acces s- ibility	Size	Loca- tion
Income<=30% of AMI	9084	5	5	3	2	3	4
Income>30% but <=50% ofAMI	8281	5	5	3	2	3	3
Income>50% but <80% ofAMI	7863	5	5	3	2	3	2
Elderly	8768	5	5	4	1	3	3
Familieswith Disabilities	1600	5	5	5	5	2	4
White/Non-Hispanic	57.4%	4	3	2	1	1	1
White/Hispanic	17.3%	5	3	3	3	3	2
Black	5.9%	5	5	4	4	4	4
Asian/PacificIslander	18.3%	5	4	3	2	3	2

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthat apply;allmaterials mustb emadeavailableforpublicinspection.)

- ☒ ConsolidatedPlanoftheJurisdiction/s
Indicateyear: *1998-1999,2000-2003,HousingneedsSectiontables& Analysis*
- ☒ U.S.Censusdata:theComprehensiveHousingAff ordabilityStrategy (“CHAS”)dataset
- ☐ AmericanHousingSurveydata
Indicateyear:
- ☐ Otherhousingmarketstudy
Indicateyear:
- ☐ Othersources:(listandindicatethe arofinformation)

B.HousingNeedsofFamiliesonthePublicHousingandSection8 Tenant-BasedAssistanceWaitingLists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA - wide waiting list administered by the PHA.** PHA may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

HousingNeedsofFamiliesontheWaitingList			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site - Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	10,757		410
Extremely low income <= 30% AMI	<i>Not available - HA does not collect this information until entry point</i>	<i>Not available - HA does not collect this information</i>	
Very low income (> 30% but <= 50% AMI)	<i>Not available - HA does not collect this information</i>	<i>Not available - HA does not collect this information</i>	
Low income (> 50% but < 80% AMI)	<i>Not available - HA does not collect this information</i>	<i>Not available - HA does not collect this information</i>	
Families with children	7869	73%	
Elderly families	1371	13%	
Families with Disabilities	1517	14%	
White/Non-Hispanic	2015	14%	
White/Hispanic	1007	8%	
Black	5083	47%	
Asian/Pacific Islander	2563	24%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1712	20%	234
2BR	3888	45%	110
3BR	2489	29%	55

Housing Needs of Families on the Waiting List			
4BR	455	5%	152
5BR	28	0.3%	0
5+BR	4	.05%	0
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 84 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off -line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed financed development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy2:Increase thenumberofaffordablehousingunitsby:

Selectallthatapply

- ☒ Applyforadditionalsection8unitsshouldtheybecomeavailable
- ☒ Leverageaffordablehousingresources inthecommunitythroughthecreation ofmixed -financehousing
- ☒ PursuehousingresourcesotherthanpublichousingorSection8tenant -based assistance.
- ☐ Other:(listbelow)

Need:SpecificFamilyTypes:Familiesa torbelow30%ofmedian**Strategy1:Targetavailableassistancetofamiliesatorbelow30%ofAMI**

Selectallthatapply

- ☐ ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%of AMIinpublichousing
- ☐ ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%of AMIintenant -basedsection8assistance
- ☐ Employadmissionspreferencesaimedatfamilieswiththeconomichardships
- ☒ Adoptrentpoliciesupport andencouragework
- ☐ Other:(listbelow)

Need:SpecificFamilyTypes:Familiesatorbelow50%ofmedian**Strategy1:Targetavailableassistanceto familiesatorbelow50%ofAMI**

Selectallthatapply

- ☒ Employadmissionspreferencesaimedatfamilieswhoareworking
- ☒ Adoptrentpoliciesupportandencouragework
- ☐ Other:(listbelow)

Need:SpecificFamilyTypes:TheElderly**Strategy1: Targetavailableassistancetotheelderl y:**

Selectallthatapply

- ☐ Seekdesignationofpublichousingfortheelderly
- ☒ Applyforspecial -purposevoucherstargetedtotheelderly,shouldtheybecome available
- ☐ Other:(listbelow)

Need:Specif icFamilyTypes:FamilieswithDisabilities**Strategy1: TargetavailableassistancetoFamilieswithDisabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special -purpose voucher targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non -profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☒ Other: (list below)
Conduct community -wide marketing and outreach.

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty/minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA

- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

2.StatementofFinancialResources

[24CFRPart903.79(b)]

Listthefinancialresourcesthatareanticipate dtobeavailabletothePHAforthesupportofFederal publichousingandtenant -basedSection8assistanceprogramsadministeredbythePHAduringthePlan year.Note:thetableassumesthatFederalpublichousingortenantbasedSection8assistance grant fundsareexpendedoneligiblepurposes;therefore,usesofthesefundsneednotbestated.Forother funds,indicatetheuseforthosefundsasoneofthefollowingcategories:publichousingoperations, publichousingcapitalimprovements,public housingsafety/security,publichousingssupportiveservices, Section8tenant -basedassistance,Section8supportiveservicesorother.

FinancialResources: PlannedSourcesandUses		
Sources	Planned\$	PlannedUses
1. FederalGrants(FY2001grants)		
a) PublicHousingOperatingFund	0	
b) PublicHousingCapitalFund	306,937	
c) HOPEVIR revitalization	0	
d) HOPEVIDemolition	0	
e) AnnualContributionsforSection 8Tenant -BasedAssistance	46,074,555	
f) PublicHousingDrugElimination Program(includinga nyTechnical Assistancefunds)		
g) ResidentOpportunityandSelf - SufficiencyGrants	250,000	
h) CommunityDevelopmentBlock Grant	0	
i) HOME		
OtherFederalGrants(listbelow)		
2.PriorYearFederalGrants (unobligatedfundsonly)(list below)		
3.PublicHousingDwellingRental Income	775,944	
4.Otherincome (listbelow)		
HAownedPBCrentcollection	392,568	
InterestIncome	81,864	
Non-dwelling	25,870	
Miscellaneous	15,618	

FinancialResources: PlannedSourcesandUses		
Sources	Planned\$	PlannedUses
4.No n-federalsources (listbelow)		
Totalresources	47,923,356	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A.PublicHousing

Exemptions: PHA that do not administer public housing are not required to complete subcomponent 3A.

(1)Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: **10 families**
- ☐ When families are within a certain time of being offered a unit:
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☐ Other (describe)

c. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)

(2)WaitingListOrganization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☐ PHA main administrative office
- ☐ PHA development site management office
- ☒ Other (list below)

Through newspaper or, as appropriate, at community service agencies when the waiting list lottery is open.

c. If the PHA plan to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
N/A

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously?
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One
- ☐ Two
- ☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

- ☒ Emergencies
- ☒ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
 - ☐ Veterans and veterans' families
 - ☒ Residents who live and/or work in the jurisdiction *, or attends school fulltime in the County of San Mateo*
 - ☐ Those enrolled currently in educational, training, or upward mobility programs
 - ☐ Household that contribute to meeting income goals (broad range of incomes)
 - ☐ Household that contribute to meeting income requirements (targeting)
 - ☐ Those previously enrolled in educational, training, or upward mobility programs
 - ☐ Victims of reprisals or hate crimes
 - ☒ Other preference(s) (list below)
- Order of selection from lottery.**

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing
Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☒ **1** Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ **1** Residents who live and/or work in the jurisdiction, ***or attends school fulltime
in the County of San Mateo***
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contributes to meeting income goals (broad range of incomes)
- ☐ Household that contributes to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
- 2 - Order of selection from lottery**

4. Relationship of preferences to income targeting requirements:

- ☒ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA - resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Anytime family composition changes
- ☒ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

- a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentration of poverty indicate the need for measures to promote deconcentration of poverty or income mixing? .
- b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? *N/A*
- ☐ Adoption of site -based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skip ping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)
- d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other policies** based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? *N/A*
- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher -income families?
N/A
- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) development s below:

- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower -income families?

N/A

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub -component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug -related activity only to the extent required by law or regulation
- ☐ Criminal and drug -related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug -related activity (list factors below)
- ☐ Other (list below)

- b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

- c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an N CIC-authorized source)

- d. Indicate what kinds of information you share with prospective landlords?

N/A

- ☐ Criminal or drug -related activity
- ☐ Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)

- ☐ None
- ☐ Federal public housing
- ☒ Federal moderate rehabilitation

- ☒ Federal project-based certificate program (project-based voucher program)
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☐ PHA main administrative office
☒ Other (list below)
-Newspaper or, as appropriate, at community center agencies during lottery

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

The HACSM grants a total of 180 days search time at the time of voucher issuance.

(4) Admissions Preferences

a. Income targeting

- ☐ Yes ☒ No Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families

- ☒ Residents who live and/or work in your jurisdiction ,or attends school fulltime
in the County of San Mateo
 - ☐ Those enrolled currently in educational, training, or upward mobility programs
 - ☐ Household that contribute to meeting income goals (broad range of incomes)
 - ☐ Household that contribute to meeting income requirements (targeting)
 - ☐ Those previously enrolled in educational, training, or upward mobility programs
 - ☐ Victims of reprisals or hate crimes
 - ☒ Other preference(s) (list below)
- Order of selection from lottery**

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☒ **1** Working families and those unable to work because of age or disability
 - ☐ Veterans and veterans' families
 - ☒ **1** Residents who live and/or work in your jurisdiction
 - ☐ Those enrolled currently in educational, training, or upward mobility programs
 - ☐ Household that contribute to meeting income goals (broad range of incomes)
 - ☐ Household that contribute to meeting income requirements (targeting)
 - ☐ Those previously enrolled in educational, training, or upward mobility programs
 - ☐ Victims of reprisals or hate crimes
 - ☒ Other preference(s) (list below)
- 2 -Order of selection from lottery**

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5.If the PHA plansto employ preferences for “residents wholiveand/or work in the jurisdiction”(select one)

- ☐ This preference has previously been reviewed and approved by HUD
☒ The PHA requests approval for this preference through this PHA Plan

6.Relationship of preferences to income targeting requirements:(select one)

- ☒ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensure that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to a special -purpose section 8 program administered by the PHA contained?(select all that apply)

- ☒ The Section 8 Administrative Plan
☐ Briefing sessions and written materials
☐ Other (list below)

b. How does the PHA announce the availability of any special -purpose section 8 programs to the public?

- ☒ Through published notices
☒ Other (list below)
Outreach and marketing to service providers and non -profit community -based organizations.

4.PHA Rent Determination Policies

[24CFR Part 903.79(d)]

A.Public Housing

Exemptions: PHA that do not administer public housing are not required to complete sub -component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☐ The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub -component (2))

---or---

☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below : N/A

c. Rents set at less than 30% than adjusted income

1. ☒ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
PHA adopted Flat Rents

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

Pursuant to adopted Flat Rent Schedule if chosen by tenant.

- d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent -setting policy)
If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent -setting policy)
If yes, state percentage/s and circumstances below:

- ☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☒ Other (describe below)
Deductions and exclusions as mandated by QHwRA.

- e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
☐ Yes but only for some developments
☒ No

2. For which kinds of developments are ceiling rents in place? **N/A**

- ☐ For all developments
☐ For all general occupancy developments (not elderly or disabled or elderly only)
☐ For specified general occupancy developments
☐ For certain parts of developments; e.g., the high-rise portion
☐ For certain size units; e.g., larger bedroom sizes
☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents **N/A**

- ☐ Market comparability study
☐ Fair market rents (FMR)

- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent determination:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☒ Anytime the family experiences an income increase
- ☐ Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)
- ☒ Other (list below)
 - *Decrease in income*
 - *Change in household composition*

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☒ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

B. Section 8 Tenant -Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? *N/A*

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level?

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burden of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24CFR Part 903.79(e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached. CA014j01
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	180	24
Section 8 Vouchers	3202	120
Section 8 Certificates	498	38
Section 8 Mod Rehab	130	6
Special Purpose Section 8 Certificates/Vouchers (list individually)	Moving to Work 300 Shelter Plus Care 132 Family Unification 200 (included)	36 14 15
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs (list individually)	N/A	N/A

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- *WorkOrderSystem*
- *PestEradicationPolicy*
- *MaintenancePlan*
- *UniformInspectionSystem*
- *AdmissionsandContinuedOccupancyPolicy*
- *FairHousingPolicy*
- *GrievanceProcedures*
- *TenantSelec tionandAssignmentPlan*
- *HandicappedPolicy*
- *TerminationandEviction*
- *TransferandTransferWaitingList*
- *ResidentInitiative*
- *Section3Plan*
- *PetPolicy(Elderly/Disabled*
- *PetPolicy(Family))*
- *AdmissionsPolicyforDeconcentration*

(2) Section8Management:(list below)

- *Section8AdministrativePlan*
- *Section8ProceduresManual*

6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6.
Section 8 - Only PHAs are exempt from sub - component 6A.

A. Public Housing

1. ☒ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list addition to federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☒ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant -Based Assistance

1. ☒ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -based assistance program in addition to federal requirements found at 24CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7.CapitalImprovementNeeds

[24CFRPar t903.79(g)]

ExemptionsfromComponent7:Section8onlyPHAsarenotrequiredto completethiscomponentand mayskiptoComponent8.

A.CapitalFundActivities

Exemptionsfromsub -component7A:PHAs thatwillnotparticipateintheCapitalFund Programmay skiptocomponent7B.All otherPHAsmustcomplete7Aasinstructed.

(1)CapitalFundProgramAnnualStatement

UsingpartsI,II,andIIIoftheAnnualStatementfortheCapitalFundProgram(CFP),identifycapital activities thePHAisprop osingfortheupcomingyeartoensurelong -termphysicalandsocialviability ofitspublichousingdevelopments.ThisstatementcanbecompletedbyusingtheCFPAnnual StatementtablesprovidedinthetablelibraryattheendofthePHAPlantemplate **OR**,atthePHA's option,bycompletingandattachingaproperlyupdatedHUD -52837.

Selectone:

☒ TheCapitalFundProgramAnnualStatementisprovidedasanattachmentto thePHAPlanatAttachment(statename) CA014b01

-or-

☐ TheCapitalFundProgramAnnualStatementisprovidedbelow:(ifselected, copytheCFPAnnualStatementfromtheTableLibraryandinsertthere)

(2)Optional5 -YearActionPlan

Agenciesareencouragedtoincludea5 -YearActionPlan coveringcapitalworkitems.Thisstatement canbecompletedbyusingthe5YearActionPlantableprovidedinthetablelibraryattheendofthe PHAPlantemplate **OR**bycompletingandattachingaproperlyupdatedHUD -52834.

a. ☒ Yes ☐ No:Is thePHAprovidinganoptional5 -YearActionPlanforthe CapitalFund?(ifno,skiptosub -component7B)

b.If yestoquestiona,selectone:

☒ TheCapitalFundProgram5 -YearActionPlanisprovidedasanattach mentto thePHAPlanatAttachment(statename CA014c01

-or-

☐ TheCapitalFundProgram5 -YearActionPlanisprovidedbelow:(ifselected, copytheCFPOptional5YearActionPlanfromtheTableLibraryandinsert here)

B.HOPEVIandPublicHousingDevelopmentandReplacement Activities(Non -CapitalFund)

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPEVI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPEVI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copy in and completing as many times as necessary)

b) Status of HOPEVI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPEVI Revitalization grant in the Plan year?

If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?

If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24CFR Part 903.79(h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description *N/A*

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:	

9.DesignationofPublicHousingforOccupancybyElderlyFamilies orFamilieswithDisabilitiesorElderlyFamiliesandFamilieswith Disabilities

[24CFRPart903.79(i)]

ExemptionsfromComponent9;Section8onlyPHAsarenotrequiredtocompletethissection.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description *N/A*
☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously -approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessment of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description *N/A*
☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD -approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)

- ☐ Units addressed in a pending or approved HOPEVI demolition application
(date submitted or approved:)
- ☐ Units addressed in a pending or approved HOPEVI revitalization plan
(date submitted or approved:)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11.HomeownershipProgramsAdministeredbythePHA

[24CFRPart903.79(k)]

A.PublicHousing

ExemptionsfromComponent11A:Section8 onlyPHAsarenotrequiredtocomplete11A.

1. ☐ Yes ☒ No: DoesthePHAadministeranyhomeownershipprograms administeredbythePHAunderanapprovedsection5(h) homeownershipprogram(42U.S.C.1437c(h)),oranap proved HOPE Iprogram(42U.S.C.1437aaa)orhasthePHAappliedor plantoapplytoadministeranyhomeownershipprogramsunder section5(h),theHOPEIprogram,orsection32oftheU.S. HousingActof1937(42U.S.C.1437z -4).(If“No”,skipto component11B;if“yes”,completeoneactivitydescriptionfor eachapplicableprogram/plan,unlesseligiblecompletea streamlinedsubmissiondueto **smallPHA** or **highperforming PHA**status.PHAScompletingstreamlinedsubmissionsmay skiptocomponent11B.)

- 2.ActivityDescription **N/A**
☐ Yes ☐ No: HasthePHAprovidedallrequiredactivitydescription informationforthiscomponentinthe **optionalPublicHousing AssetManagementTable?**(If“yes”,skiptocomponent12.If “No”,completetheActivityDescriptiontablebelow.)

PublicHousingHomeownershipActivityDescription (Completeoneforeachdevelopmentaffected)
1a.Developmentname: 1b.Development(project)number:
2.FederalProgramauthority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> TurnkeyIII <input type="checkbox"/> Section32oftheUSHAof1937(effective10/1/99)
3.Applicationstatus:(selectone) <input type="checkbox"/> Approved;includedinthePHA’sHomeownershipPlan/Program <input type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication
4.DateHomeownershipPlan/Programapproved,submitted,orplannedforsubmission: (DD/MM/YYYY)
5. Numberofunitsaffected: 6.Coverageofaction :(selectone) <input type="checkbox"/> Partofthedevelopment <input type="checkbox"/> Totaldevelopment

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description: N/A

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26- 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA -established eligibility criteria

- ☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self -sufficiency Programs

[24CFR Part 903.79(l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub -component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 06/30/00

2. Other coordination efforts between the PHA and TANF Agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare -to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self -Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non -housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation

- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any program to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)
ROSS – Training in Arts	25	Specific Criteria for each program	PHA Main Office for each program	Public Housing Residents
ROSS – Education	25	Specific Criteria for each program	PHA Main Office for each program	Public Housing Residents
ROSS – Computer Training	25	Specific Criteria for each program	PHA Main Office for each program	Public Housing Residents
Promote and provide resources to RAC programs	35	Specific Criteria for each program	PHA Main Office for each program	Public Housing Residents
TOP – Computer and Youth Employment Education	35	Specific Criteria for each program	PHA Main Office for each program	Public Housing Residents

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: 01/07/01)
Public Housing	N/A	N/A
Section 8	135	148

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address

the steps the PHA plans to take to achieve at least the minimum program size? *N/A*
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S.

Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937
--

See Attachment: Community Service Policy (CA014k01)

13.PHASafetyandCrimePreventionMeasures

[24CFRPart903.79(m)]

Exemptionsfrom Component13:HighperformingandsmallPHAsnotparticipatinginPHDEPand
Section8OnlyPHAsmayskipcomponent15.HighPerformingandsmallPHAsatare
participatinginPHDEPandareshsubmittingaPHDEPPlanwiththisPHAPlanmayskipsub
componentD. -

A.Needformeasurestoensurethesafetyofpublichousingresidents

1.Describetheneedformeasurestoensurethesafetyofpublichousingresidents

(selectallthatapply)

- ☐ Highincidenceofviolentand/or drug -relatedcrimeinsomeorallofthePHA's
developments
- ☐ Highincidenceofviolentand/or drug -relatedcrimeintheareassurroundingor
adjacenttothePHA'sdevelopments
- ☐ Residentsfearfulfortheirsafetyand/orthesafety oftheirchildren
- ☒ Observedlower -levelcrime,vandalismand/orgraffiti
- ☐ Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsdueto
perceivedand/oractuallevelsofviolentand/or drug -relatedcrime
- ☐ Other(describellow)

2.WhatinformationordatadidthePHAusedtodeterminetheneedforPHAactions
toimprovesafetyofresidents(selectallthatapply).

- ☐ Safetyandsecuritysurveyofresidents
- ☐ Analysisofcrimestatisticsovertimeforcrimescommitted“inandaround”
publichousingauthority
- ☐ Analysisofcosttrendsovertimeforrepairofvandalismandremovalofgraffiti
- ☒ Residentreports
- ☒ PHAemployeereports
- ☒ Policereports
- ☐ Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/anti
drugprograms
- ☐ Other(describellow)

2. Whichdevelopmentsaremostaffected?(listbelow)

Neither

B.CrimeandDrugPreventionactivitiesthePHAhasundertakenorplansto undertakeinthenextPHAfiscalyear

1.ListthecrimepreventionactivitiesthePHAhasundertakenorplanstoundertake:

(selectallthatapply)

- ☐ Contractingwithoutsideand/orresidentorganizationsforthe provisionof
crime-and/or drug -preventionactivities
- ☐ CrimePreventionThroughEnvironmentalDesign

- ☒ Activities targeted to at -risky youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☒ Other (describe below)
- **Activities through TOP and ROSS grants**

2. Which developments are most affected? (list below)
Neither

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, office in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)
Neither

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2001 PHD EP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

N/A

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY2001 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14.RESERVEDFORPETPOLICY

[24CFRPart903. 79(n)]

***IncludedasAttachments:PetPolicy -Elderly/Disabled(CA014f01and
PetPolicy -Family(CA014g01).***

15.CivilRightsCertifications

[24CFRPart903.79(o)]

CivilrightscertificationsareincludedinthePHAPlanCertificationsofCompliance
withthePHAPlansandRelatedRegulations.

16.FiscalAudit

[24CFRPart903.79(p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section
5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? **N/A**
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to
HUD? **N/A**
If not, when are they due (state below)?

17.PHAAssetManagement

[24CFRPart903.79(q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.
High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the
long-term asset management of its public housing stock, including how the
Agency will plan for long -term operating, capital investment, rehabilitation,
modernization, disposition, and other needs that have **not** been addressed
elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that
apply) **N/A**
 - ☐ Not applicable
 - ☐ Private management
 - ☐ Development-based accounting
 - ☐ Comprehensive stock assessment

☐ Other:(listbelow)

3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☒ Attached as Attachment (Filename)
- ☐ Provided below:
N/A
3. In what manner did the PHA address those comments? (select all that apply)
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:
- ☐ Other:(listbelow)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☐ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.) N/A
2. ☐ Yes ☐ No: Was there a resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.) N/A
3. Description of Resident Election Process N/A
- a. Nomination of candidates for place on the ballot: (select all that apply)
- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other:(describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: *San Mateo County, California*

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the need expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The goals and top priorities stated in the Consolidated Housing and Community Development Plan, 1999 - 2003, support the PHA Plan with the following commitments:

- ***Provide affordable housing opportunities for extremely low, very low and low-income individuals and households.***
- ***Provide housing for the homeless.***
- ***Provide housing for the non-homeless special needs populations.***

D.OtherInformationRequiredbyHUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and III

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non - CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment - Nonexpendable	
12	1470 Non dwelling Structures	
13	1475 Non dwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2 - 19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

AnnualStatement
CapitalFundProgram(CFP)PartII:SupportingTable

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost

AnnualStatement
CapitalFundProgram(CFP)PartIII:Implementa tionSchedule

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)

OptionalTablefor5 -YearActionPlanforCapitalFund(Component7)

Completeonetableforeachdevelopmentinwhichworkisplannedinthenext5PHAfiscalyears.CompleteatableforanyPHA -widephysicalormanagementimprovements
plannedinthenext5PHAfiscalyear. Copythistableasmanytimesasnecessary.Note:PHAsneednotincludetheinformationfromYearOneofthe5 -Yearcycle,becausethis
informationisincludedintheCapitalFundProgramAnnualStatement.

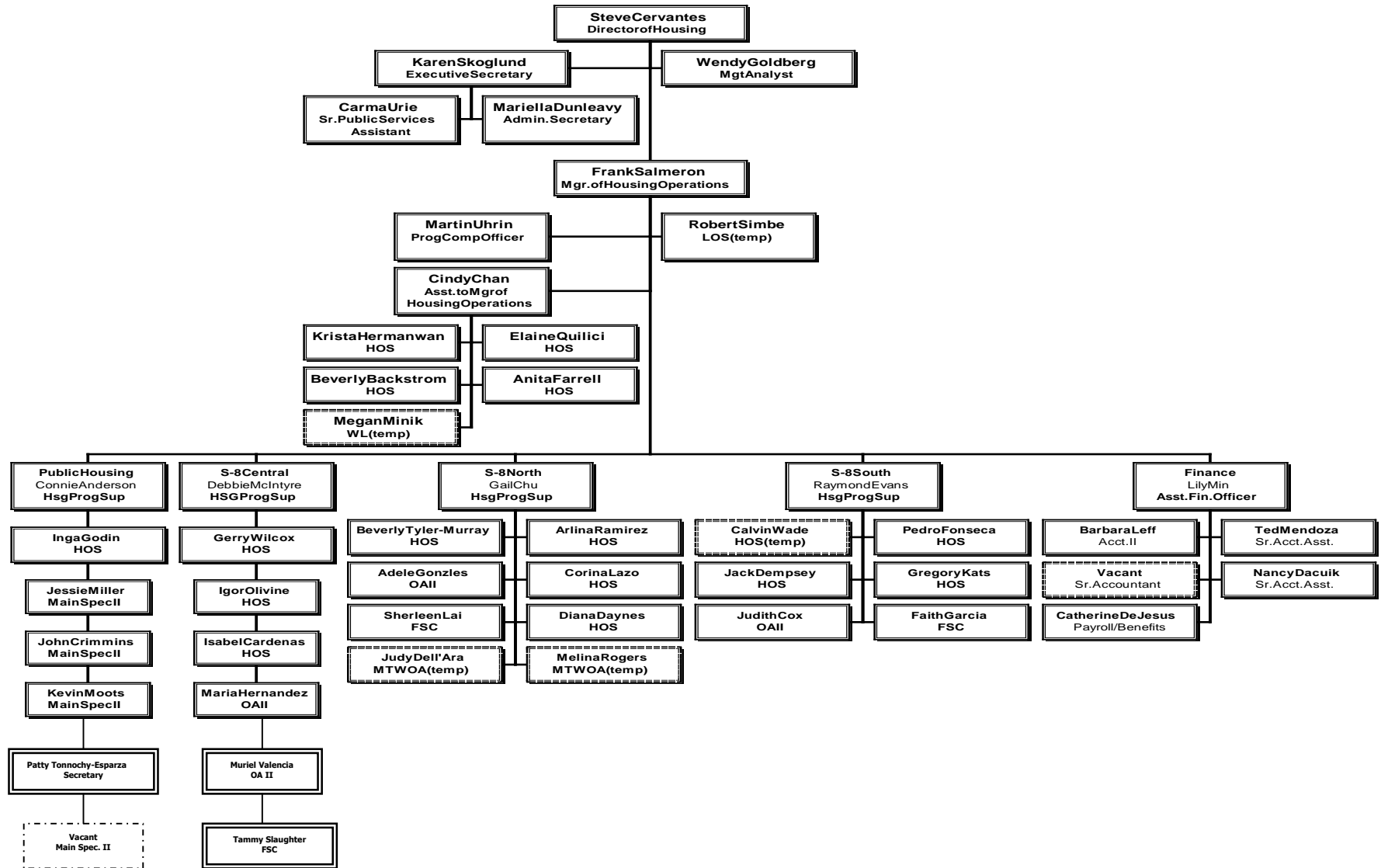
Optional5 -YearActionPlanTables				
Development Number	DevelopmentName (orindicatePHAwide)	Number Vacant Units	%Vacancies inDevelopment	
DescriptionofNeededPhysicalImprovementsorManagement Improvements			Estimated Cost	PlannedStartDate (HAFiscalYear)
Totalestimated costovernext5years				

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition/disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

Housing Authority of the County of San Mateo
Organizational Chart
Attachment: CA014d01



CapitalFundProgramFive-YearActionPlan PartI:Summary

PHAPlan2001

[illegible]

CapitalFundsProgramFiveYearActionPlan

PartII:SupportingPages--WorkActivities

Activities for Year1	ActivitiesforYear:2 FFYGrant:2002 PHAFY:2002			ActivitiesforYear:3 FFYGrant:2003 PHAFY:2003	
2001	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories
See	HA-Wide	Operations	5,000.00	HA-Wide	Operations
		ManagementImprovements:	25,000.00		ManagementImprovements:
		Technical&non-technicaltraining/assistance			Technical&non-technicaltraining/assist
		(HUDprogramsupdates,tracking,etc.)			(HUDprogramsupdates,tracking,
		Policiesupdates/changes			Policiesupdates/changes
		Computersoftwareupdates,training			Computersoftwareupdates,training
		Administration:	16,000.00		Administration:
		Procurement-Contractors,monitoring,report,			Procurement-Contractors,monitoring,r
		documentationfunctions			documentationfunctions
Annual		Fees&Costs:	34,000.00		Fees&Costs:
		Planning,consortiumfees,updateannual/5Yr.			Planning,consortiumfees,updateannua
		agencyplan,Updateutilityallowance,			agencyplan,Updateutilityallowance,
		Physicalneedsassessment,Energyaudit			Physicalneedsassessment,Energyaud
		(asneeded)			(asneeded)
	CA014003	DwellingStructures:	221,437.00	CA014003	DwellingStructures:
Statement	MidwayVillage	Updatekitchensandstorage		MidwayVillage	Updatekitchensandstorage
		Exteriorpainting,sidingandtrim			Exteriorpainting,sidingandtrim
		DwellingEquipment:	3,500.00		DwellingEquipment:
		StovesandRefrigerators			StovesandRefrigerators
		Non-DwellingEquipment:	2,000.00		Non-DwellingEquipment:
		Purchase/updatecomputers,office&			Purchase/updatecomputers,office&
		maintenanceequipment			maintenanceequipment
		TOTALCFPESTIMATEDCOST-2002	306,937.00		TOTALCFPESTIMATEDCOST-200

PartII:SupportingPages--WorkActivities

Activities for Year1	ActivitiesforYear:4 FFYGrant:2004 PHAFY:2004			ActivitiesforYear:5 FFYGrant:2005 PHAFY:2005	
2002	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories
	HA-Wide	Operations	5,000.00	HA-Wide	Operations
		ManagementImprovements:	25,000.00		ManagementImprovements:
		Technical&non-technicaltraining/assistance			Technical&non-technicaltraining/assist
		(HUDprogramsupdates,tracking,etc.)			(HUDprogramsupdates,tracking,
		Policiesupdates/changes			Policiesupdates/changes
		Computersoftwareupdates,training			Computersoftwareupdates,training
		Administration:	16,000.00		Administration:
		Procurement-Contractors,monitoring,report,			Procurement-Contractors,monitoring,r
		documentationfunctions			documentationfunctions
		Fees&Costs:	34,000.00		Fees&Costs:
		Planning,consortiumfees,updateannual/5Yr.			Planning,consortiumfees,updateannua
		agencyplan,Updateutilityallowance,			agencyplan,Updateutilityallowance,
		Physicalneedsassessment,Energyaudit			Physicalneedsassessment,Energyaud
		(asneeded)			(asneeded)
	CA014003	DwellingStructures:	221,437.00	CA014003	DwellingStructures:
	MidwayVillage	Updatekitchensandstorage		MidwayVillage	Updatekitchensandstorage
		Exteriorpainting,sidingandtrim			Exteriorpainting,sidingandtrim
		DwellingEquipment:	3,500.00		DwellingEquipment:
		StovesandRefrigerators			StovesandRefrigerators
		Non-DwellingEquipment:	2,000.00		Non-DwellingEquipment:
		Purchase/updatecomputers,office&			Purchase/updatecomputers,office&
		maintenanceequipment			maintenanceequipment
		TOTALCFPESTIMATEDCOST-2004	306,937.00		TOTALCFPESTIMATEDCOST-200

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report

Capital Funds Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHAName: Housing Authority of the County of San Mateo	Grant Type and Number: Capital Fund Program No: CA39PO1450101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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<input checked="" type="checkbox"/> Original Annual Statement	<input checked="" type="checkbox"/> Reserved for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement/Revision Number _____
Performance and Evaluation Report for Program Year Ending _____		Final Performance and Evaluation Report for Program Year Ending _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	306,937.00			
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant (sum of lines 2-20)	306,937.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of Line 21 Related to Section 504 Compliance				
24	Amount of Line 21 Related to Security-Soft Costs				
25	Amount of Line 21 Related to Security-Hard Costs				
26	Amount of Line 21 Related to Energy Conservation Measures				

PHAName:								
HousingAuthorityoftheCountyofSanMateo						GrantTypeandNumber: CapitalFundProgramNo: ReplacementHousingFactorGrantNo:		FederalFYofGrant: 2001
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Dev.AcctNo.	Quantity	TotalEstimatedCost		TotalActualCost		StatusOfWork
				Original	Revised	Funds Obligated	Funds Expended	
MidwayVillage	Reface/replacekitchencabinetsand	1460	29units	306,937.00				
CA014003	Paint,replacesidingandtrim	1460	13units					
	TOTAL			306,937.00				

PartIII: ImplementationSchedule

[illegible]

Required Attachment CA014h01: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Estella Cirilo

Wanda Square

Maria Villasenor

William Fair

Turner Washington, Jr.

Andrew Milligan

Elizabeth Dolmt

Carmen Lee

Cecilia Walker

Steve Doukas

Judy Laura

William Webster

1.SummaryofPolicyorProgramChangesfortheUpcomingYear

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

The following is a summary of the changes to the mission statement, goals, objectives and policies from FYB2000 to FYB2001:

- The Mission Statement is enhanced to incorporate the four items included in HUD's definition of an acceptable mission statement and the primary items included in the County of San Mateo Department of Human Services Administration's mission statement.
- Important objectives such as updating the Section 8 Administrative Plan, the Admissions and Continued Occupancy Policies, and related policies were added, as well as conducting the clean-up at Midway Village and updating utility allowances.
- Conversion of Public Housing to Vouchers is included.
- Opening the Public Housing and Section 8 Waiting List is included as an objective.

Section 8 Project Based Voucher Program

Agencies utilizing the Section 8 Project Based Voucher Program, including certificate programs that were converted to vouchers or intending to utilize the Section 8 Project Based Voucher Program during the upcoming fiscal year are required to provide the following information.

Our agency is currently operating or intends to operate a Section 8 Project Based Voucher Based Program. Yes ☒ No ☐

If yes:

Projected number of units: 744

Currently 250 units are project based certificates. An additional 494 units are planned to be project based.

General location(s) (eligible census tracts or areas within eligible census tracts):

The entire County of San Mateo.

How is this action consistent with the PHA Plans? Include the reasons why project basing instead of tenant basing the same number of units is appropriate.

Project based vouchers are consistent with the PHA Plans as the Plans call for expanding affordable housing. The jurisdiction does not have space for additional housing. Therefore, existing housing must be renovated. The PBV program enables both renovation and expansion of affordable housing.

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Housing Authority of the County of San Mateo
Resident Advisory Board Comments
Attachment **CA014m01**

The following are the comments received from the Resident Advisory Board and the PHA responses.

Resident Comments:

- Improve storage through shelving
- Replace/repair kitchen cabinets
- Repair/replace windows to improve energy efficiency

Housing Authority of the County of San Mateo responses:

- The kitchen cabinets and storage are addressed in the Capital Fund Program.
- The Capital Funds Program address conducting a Physical Needs Assessment and an Energy Audit in the near future.
- A future Capital Fund Program will include window repairs

Attachment: CA014f01

**PET OWNERSHIP
(ELDERLY/DISABLED RESIDENTS)
FOR
THE HOUSING AUTHORITY OF THE
COUNTY OF SAN MATEO**

PET OWNERSHIP

Housing Authority residents who are elderly and/or handicapped/disabled are permitted to own and keep pets in their dwelling units. The Housing Authority of the County of San Mateo notifies eligible new residents of that right and provides them copies of the Authority's Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the Authority's developments for the elderly or handicapped, the PHA will notify all such residents that:

- A. With one exception, elderly or handicapped residents are permitted to own common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules. The exception is residents at El Camino Village are not permitted to own a dog.
- B. Animals that are used to assist the handicapped are excluded from the size, weight and type requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. are observed.
- C. Residents may request a copy of the PHA's pet ownership rules or proposed amendments to the rules at any time.
- D. Residents requiring a service animal must provide verification for this need and verification that the animal is considered to be a service animal.

HOUSING AUTHORITY OF SAN MATEO COUNTY

Pet Ownership Rules for Elderly/Disabled Residents

1. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig and fish in aquariums. Reptiles of any kind, with the exception of small turtles in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, bird or fish.
2. Each household shall have only one pet (except fish or birds). The limit for birds is two (2).
3. Residents at El Camino Village may not own a dog. Other PHA residents may have only a small cat or a dog. The animal's weight shall not exceed *20 pounds* at full growth. The animal's height shall not exceed *fifteen inches* at full growth. Such limitations do not apply to a *service animal* used to assist a handicapped or disabled resident.
4. Pet owners shall license their pets yearly with the County of San Mateo or any applicable city within the county. The pet owner must show the PHA proof of rabies and distemper booster inoculations and licensing annually. Residents applying for approval to house a dog or cat must provide, at the time of application, proof of renter's insurance in the amount of \$10,000 for property damage and \$100,000 for personal liability. Such insurance shall be in force at all times, with proof of same provided at each recertification or at such other times as the PHA may request.
5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The pet owner shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished. The PHA reserves the right to require that cats and/or dogs also be de-clawed.
7. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet

owner's dwelling unit.

8. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
9. No pet owner shall keep a vicious or intimidating pet on the premises. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents.
10. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.
11. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a sack in a designated container outside the building where the pet owner lives.
12. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animals droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a sack in a designated container outside the building where the pet owner lives.
13. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
14. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
15. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.
16. Each pet owner shall pay a refundable pet deposit of \$200.00 for a dog or cat and a

refundable pet deposit of \$100.00for aquariums. There is no pet deposit for birds, gerbils, hamsters, guinea pigs or turtles. The pet deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet in the development, including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The PHA shall refund the unused portion of the refundable pet deposit to the pet owner within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.

17. All residents, including the elderly, handicapped and disabled, are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA.
18. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
19. Should any pet housed in the Authority's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of six (6) weeks).
20. The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet.
21. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.
22. With the exception of service animals, residents may not have visiting pets.

I have read and understand the above pet ownership rules and agreed to abide by them.

Resident's Signature

PHA Staff member's Signature

Date

Date

Type of Animal and Breed

Name of Pet

Description of Pet (color, size, weight, sex, etc.)

The alternate custodian for my pet is:

Custodian's first, middle and last name; post office box; street address; zip code; area telephone code and telephone number:

Resident's Signature

Date _____

Damage Deposit _____
Amount Paid _____ Date _____

Housing Authority of the County of San Mateo

A. Substantial Deviation from the 5-Year Plan:

- Any change to the Mission Statement;
- 50% deletion from or addition to the goals and objectives as a whole; and
- 50% or more decrease in the quantifiable measurement of any individual goal or objective.

B. Significant Amendment or Modification to the Annual Plan:

- Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;
- Any submission to HUD that requires a separate notification to residents, such as Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Homeownership programs; and
- Any change inconsistent with the local, approved Consolidated Plan, in the discretion of the Executive Director.

Attachment: CA014a01

**DECONCENTRATION AND INCOME TARGETING POLICY
FOR THE
SAN MATEO COUNTY HOUSING AUTHORITY
BELMONT, CA**

DECONCENTRATION AND INCOME TARGETING POLICY

(of the Public Housing Admissions and Occupancy Policy)

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic Deconcentration of public housing developments and (2) Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. Under the deconcentration requirement, PHAs are to implement a program which provides that families with lowest incomes will be offered units in housing developments where family incomes are the highest and high-income families will be offered units in developments where family incomes are the lowest. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the San Mateo County Housing Authority (PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

A. Economic Deconcentration:

Admission and Occupancy policies are revised to include the PHA’s policy of promoting economic deconcentration of its housing developments by offering low-income families, selected in accordance with applicable preferences and priorities, units in developments where family incomes are highest. Conversely, families with higher incomes will be offered units in developments with the lowest average family incomes.

Implementation of this program will require the PHA to: (1) determine and compare the relative tenant incomes of each development and the incomes of families in the census tracts in which the developments are located, and (2) consider what policies, measures or incentives are necessary to bring high-income families into low-income developments (or into developments in low-income census tracts) and low-income families into high-income developments (or into developments in high-income census tracts).

In addition, an assessment of the average family income for each development is necessary. Families will be provided with an explanation of the policy during the application/screening process and/or the occupancy orientation sessions and given opportunities to discuss the options available to them. The families will also be informed that should they choose not to accept the first unit offered under this system, their refusal will not be cause to drop their name to the bottom of the list.

Implementation may include one or more of the following options:

- S Skipping families on the waiting list based on income;
- S Establishing preferences for working families;
- S Establish preferences for families in job training programs;
- S Establish preferences for families in education or training programs;
- S Marketing campaign geared toward targeting income groups for specific developments;
- S Additional supportive services;
- S Additional amenities for all units;
- S Ceiling rents;
- S Flat rents for developments and unit sizes;
- S Different tenant rent percentages per development;
- S Different tenant rent percentages per bedroom size;
- S Saturday and evening office hours;
- S Security Deposit waivers;
- S Revised transfer policies;
- S Site-based waiting lists;
- S Mass Media advertising/Public service announcements; and
- S Giveaways.

B. Income Targeting

As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates. At a minimum, 40% of all new admissions to public housing **on an annual basis** will be families with incomes at or below thirty percent (30%) (extremely low-income) of the area median income. The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, handicap or familial status.

The PHA may employ a system of income ranges in order to maintain a public housing resident body composed of families with a range of incomes and rent paying abilities representative of the range of incomes among low-income families in the PHA's area of operation, and will take into account the average rent that should be received to maintain financial solvency. The selection procedures are designed so that selection of new public housing residents will bring the actual distribution of rents closer to the projected distribution of rents.

In order to implement the income targeting program, the following policy is adopted:

- ? The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the lower/very low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).
- ? After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.
- ? To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic deconcentration.
- ? For the initial year of implementation, a pro-rated percentage of the new admissions will be calculated from April 1, 1999 through the end of the fiscal year. Following the initial implementation period, the forty percent (40%) requirement will be calculated based on new admissions for the fiscal year.
- ? The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions.

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NOTICE

Although we have made our best effort to comply with regulations, laws, and Federal/local policies the Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that this policy be reviewed by the Housing Authority's general counsel and/or attorney prior to approval by the Board of Commissioners.

The Nelrod Company is not responsible for any changes made to these policies by any party other than the Nelrod Company.

Attachment: CA014g01

**PET OWNERSHIP
(FAMILY)
FOR
THE HOUSING AUTHORITY OF THE
COUNTY OF SAN MATEO**

PET OWNERSHIP

Section 526 of the Quality Housing and Work Responsibility Act of 1998 (Housing Reform Act of 1998) added a new Section 31 (“Pet Ownership in Public Housing”) to the United States Housing Act of 1937. Section 31 establishes pet ownership requirements for residents of public housing other than Federally assisted rental housing for the elderly or persons with disabilities. In brief, this section states that: A resident of a dwelling unit in public housing may own 1 or more common household pets or have such pets present in the dwelling unit. Allowance of pets is subject to reasonable requirements of the PHA.

The Housing Authority of the County of San Mateo (PHA) notifies eligible new residents of that right and provides them copies of the PHA's Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the Authority's developments, the PHA will notify all such residents that:

- A. With one exception, all residents are permitted to own common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules. The exception is residents at El Camino Village are not permitted to own a dog.
- B. A non-refundable nominal pet fee is intended to cover the reasonable operating costs to the PHA. A refundable pet deposit is intended to cover additional costs not otherwise covered (i.e., fumigation of a unit).
- C. Animals that are used to assist the handicapped are excluded from the size and weight and type requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. are observed.
- D. Residents may request a copy of the PHA's pet ownership rules or proposed amendments to the rules at any time.
- E. Residents requiring a service animal must provide verification for this need and verification that the animal is considered to be a service animal.
- F. Section 31 of the Housing Reform Act of 1998 does not alter, in any way, the regulations applicable to Federally assisted housing for the elderly and persons with disabilities found at Section 227 of the Housing and Urban-Rural Recovery Act of 1983 and located in 24

CFR part 5, subpart C.

- G. Section 960.705 of 24 CFR clarifies that the regulations added in Section 31 do not apply to service animals that assist persons with disabilities. This exclusion applies to both service animals that reside in public housing and service animals that visit PHA developments.

HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO

Pet Ownership Rules for Families

1. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig and fish in aquariums. Reptiles of any kind, with the exception of small turtles in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, bird or fish.
2. Each household shall have only one pet (except fish or birds). The limit for birds is two (2).
3. Residents of El Camino Village may not own a dog unless it is a service animal. Other PHA residents may have only a small cat or a dog. The animal's weight shall not exceed *20 pounds* at full growth.. The animal's height shall not exceed *fifteen inches* at full growth.. Such limitations do not apply to a *service animal* used to assist a handicapped or disabled resident.
4. Pet owners shall license their pets yearly with the County of San Mateo or applicable City within the County, or as required. The pet owner must show the PHA proof of rabies and distemper booster inoculations and licensing annually. Residents applying for approval to house a dog or cat must provide, at the time of application, proof of renter's insurance in the amount of \$10,000 for property damage and \$100,000 for personal liability. Such insurance shall be in force at all times, with proof of same provided at each recertification or at such other times as the PHA may request.
5. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
6. The pet owner shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished. The PHA reserves the right to require that cats and/or dogs also be de-clawed.
7. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet

owner's dwelling unit.

8. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
9. No pet owner shall keep a vicious or intimidating pet on the premises. If the pet owner declines, delays or refuses to remove such a pet from the premises, the Authority shall do so, in order to safeguard the health and welfare of other residents.
10. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so.
11. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a sack in a designated container outside the building where the pet owner lives.
12. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animals droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a sack in a designated container outside the building where the pet owner lives.
13. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
14. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
15. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no

responsibility for the pet under such circumstances.

16. Each pet owner shall pay a non-refundable pet fee of \$50.00 and a refundable pet deposit of \$200.00. A refundable deposit of \$100.00 will be charged for aquariums. There is no pet deposit for birds, gerbils, hamsters, guinea pigs or turtles. The pet fee/deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the non-refundable pet fee only to pay reasonable expenses directly attributable to the presence of the pet in the development, including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The refundable deposit will be used, if appropriate, to correct damages caused by the presence of the pet.

The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion, plus any accrued interest, to the resident within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.

17. All residents are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the Authority.
18. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
19. Should any pet housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of 6 weeks).
20. The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet.
21. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.
22. With the exception of service animals, residents may not have visiting pets.

I have read and understand the above pet ownership rules and agreed to abide by them.

Resident's Signature

PHA Staff member's Signature

Date

Date

Type of Animal and Breed

Name of Pet

Description of Pet (color, size, weight, sex, etc.)

The alternate custodian for my pet is:

Custodian's first, middle and last name; post office box; street address; zip code; area telephone code and telephone number:

Resident's Signature

Date

Damage Deposit _____

Amount Paid

Date

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Attachment: CA014k01

**COMMUNITY SERVICE POLICY
FOR THE
HOUSING AUTHORITY OF THE
COUNTY OF SAN MATEO**

COMMUNITY SERVICE POLICY

Section 512 of the Quality Housing and Work Responsibility Act of 1998, which amends Section 12 of the Housing Act of 1937, establishes a new requirement for non-exempt residents of public housing to contribute eight (8) hours of community service each month or to participate in a self-sufficiency program for eight (8) hours each month. Community service is a service for which individuals are not paid. The Housing Authority of the County of San Mateo (herein referred to as PHA) believes that the community service requirement should not be perceived by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents an opportunity to contribute to the communities that support them.

In order to effectively implement this new requirement, the Housing Authority of the County of San Mateo establishes the following Policy.

A. Community Service

The PHA will provide residents, identified as required to participate in community service, a variety of voluntary activities and locations where the activities can be performed. The activities may include, but are not limited to:

- ? improving the physical environment of the resident's developments;
- ? selected office related services in the development or Administrative Office;
- ? volunteer services in local schools, day care centers, hospitals, nursing homes, youth or senior organizations, drug/alcohol treatment centers, recreation centers, etc;
- ? neighborhood group special projects;
- ? self-improvement activities such as household budget, credit counseling, English proficiency, GED classes or other educational activities;
- ? tutoring elementary or high school age residents; and
- ? serving in on-site computer training centers.

Voluntary political activities are prohibited.

B. Program Administration

The PHA may administer its own community service program in conjunction with the formation of cooperative relationships with other community based entities such as TANF, Social Services Agencies or other organizations which have as their goal, the improvement and advancement of disadvantaged families. The PHA may seek to contract its community service program out to a third-party.

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In conjunction with its own or partnership program, the PHA will provide reasonable accommodations for accessibility to persons with disabilities. The PHA may directly supervise community service activities and may develop and provide a directory of opportunities from which residents may select. When services are provided through partnering agencies, the PHA will confirm the resident's participation. Should contracting out the community service function be determined to be the most efficient method for the PHA to accomplish this requirement, the PHA will monitor the agency for contract compliance.

The PHA will assure that the service is not labor that would normally be performed by PHA employees responsible for the essential maintenance and property services.

C. Self-Sufficiency

The PHA will inform residents that participation in self-sufficiency activities for eight (8) hours each month can satisfy the community service requirement and encourage non-exempt residents to select such activities to satisfy the requirement. It should be noted that an individual may satisfy this requirement through a combination of community service and self-sufficiency activities totaling at least eight (8) hours per month. Such activities can include, but are not limited to:

- ? apprenticeships and job readiness training;
- ? substance abuse and mental health counseling and treatment;
- ? English proficiency, GED, adult education, junior college or other formal education;
- ? household budgeting and credit counseling;
- ? small business training.

The PHA may sponsor its own economic self-sufficiency program or coordinate with local social services, volunteer organizations and TANF agencies.

D. Geographic Location

The PHA recognizes that the intent of this requirement is to have residents provide service to their own communities, either in the PHA's developments or in the broader community in which the PHA operates.

E. Exemptions

In accordance with provisions in the Act, the PHA will exempt from participation in community service requirements the following groups:

- ? adults who are 62 years of age or older;
- ? persons engaged in work activities as defined under Social Security (full-time or part-time

- employment);
- ? participants in a welfare to work program;
- ? persons receiving assistance from and in compliance with State programs funded under part A, title IV of the Social Security Act; and
- ? the disabled but only to the extent that the disability makes the person “unable to comply” with the community service requirements.

The PHA will determine, at the next regularly scheduled reexamination, on or after the Fiscal Year beginning July the status of each household member eighteen (18) years of age or older with respect to the requirement to participate in community service activities. The PHA will use the “PHA Family Community Service Monthly Time-Sheet” to document resident eligibility and the hours of community service. A record for each adult will be established and community service placement selections made. Each non-exempt household member will be provided with forms to be completed by a representative of the service or economic self-sufficiency activity verifying the hours of volunteer service conducted each month.

The PHA will also assure that procedures are in place which provide residents the opportunity to change status with respect to the community service requirement. Such changes include, but are not limited to:

- ? going from unemployment to employment;
- ? entering a job training program;
- ? entering an educational program which exceeds eight (8) hours monthly.

All exemptions to the community service requirement will be verified and documented in the resident file. Required verifications may include, but not be limited to:

- ? third-party verification of employment, enrollment in a training or education program, welfare to work program or other economic self sufficiency activities;
- ? birth certificates to verify age 62 or older; or
- ? if appropriate, verification of disability limitations.

Families who pay flat rents, live in public housing units within market rate developments or families who are over income when they initially occupy a public housing unit will not receive an automatic exception.

F. Cooperative Relationships with Welfare Agencies

The PHA may initiate cooperative relationships with local service agencies that provide assistance to its families to facilitate information exchange, expansion of community service/self-sufficiency program options and aid in the coordination of those activities.

G. Lease Requirements and Documentation

The PHA's lease has a twelve (12)-month term and is automatically renewable except for non-compliance with the community service requirement. The lease also provides for termination and eviction of the entire household for such non-compliance. The lease provisions will be implemented for current residents at the next regularly scheduled reexamination. The PHA will not renew or extend the lease if the household contains a non-exempt member who has failed to comply with the community service requirement.

Documentation of compliance or non-compliance will be placed in each resident file.

H. Non-compliance

If the PHA determines that a resident who is not an "exempt individual" has not complied with the community service requirement, the PHA must notify the resident:

1. of the non-compliance;
2. that the determination is subject to the PHA's administrative grievance procedure;
3. that unless the resident enters into an agreement under paragraph 4. of this section, the lease of the family of which the non-compliant adult is a member may not be renewed. However, if the non-compliant adult moves from the unit, the lease may be renewed;
4. that before the expiration of the lease term, the PHA must offer the resident an opportunity to cure the non-compliance during the next twelve (12)-month period; such a cure includes a written agreement by the non-compliant adult and the head of household (as applicable) to complete as many additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve (12)-month term of the lease.

NOTICE

Although we have made our best effort to comply with regulations, laws, and Federal/local policies the Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that this policy be reviewed by the Housing Authority's general counsel and/or attorney prior to approval by the Board of Commissioners.

The Nelrod Company is not responsible for any changes made to these policies by any party other than the Nelrod Company.